

Arizona Commission on the Arts

**Grant Guide for
Individual Artists
2011-2012**

Fiscal Year 2012

Artist Project Grants

Grant Deadline: Thursday, September 22, 2011

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OVERVIEW

Artist Project Grants Program Description

Artist Project Grants is a program to support individual artists in all disciplines for project-related costs that allow the artist(s) time to research and develop ideas or new works. The specific definition of eligible projects is purposely left flexible to respond to artists' ideas, dreams and needs. Potential projects might include, but are not limited to, ones that stretch artists' work, seek to advance an artform or involve interdisciplinary collaborations with other artists or non-artists.

Applicants must propose a project or phase of a project that can be realized with the requested budget and completed within the proposed timeline.

Restrictions

Funds may not be used for costs related to academic research, or formal study toward an academic or professional degree, or expenses incurred in the presentation of final work such as self-publishing, promotion, catalogs published by the artist(s), exhibition expenses and self-presenting. This program is not meant to support extended periods of study, educational projects or documentation of existing arts projects.

Amount of Artist Project Grants

Up to \$5,500. No match is required. The number of grants awarded is dependent on the amount of funds available.

Distinguished Merit Award

The *Distinguished Merit Award* offers additional funding support up to \$2,500 to one 2012 Artist Project Grants recipient, in recognition of a particularly outstanding project.

Bill Desmond Writing Award

The Bill Desmond Writing Award is an Arts' Commission program supporting excelling nonfiction writers for specific project-related costs. This award offers funding support in the amount of \$500 to one non-fiction writer applying for the Artist Project Grants and can be offered separate of, or in addition to, a standard Artist Project Grant. Funding for the Bill Desmond Award is generously provided by the Bill and Kathy Desmond Endowment and the Arizona Commission on the Arts.

Application Deadline

Online Application Deadline: **Thursday, September 22, 2011**

- Application materials and artistic work samples must be submitted through the online application at: <http://apg.azarts.gov>.

COMPLETING AN ONLINE ARTIST PROJECT GRANTS APPLICATION

Applications that do not follow instructions and meet all of the guidelines will not be considered nor moved forward for panel review.

- Step 1 Go to <http://apg.azarts.gov> to create a Member Account. If you already have a Member Account, use your username and password to login.
- Step 2 Create an ERC artist Profile for the 2012 Artist Project Grants application process. Give your Profile a name that is easy to remember and identify.
- Step 3 Complete Artist Project Grants Application. Click 'START' at the bottom of the Profile page to begin. Applicants can save updates and changes to the online application by clicking the 'SAVE' button. Applicants may return to their application to make edits and changes until application is submitted.
- Step 4 Submit online Artist Project Grants Application by **Thursday, September 22, 2011**. Click 'SUBMIT' at the bottom of the Artist Project Grants Application once the application is complete and ready for review. At 11:59 p.m. on the deadline the online application system will close. A confirmation receipt will be emailed approximately two (2) weeks after the deadline.

ELIGIBILITY

Who Can Apply

This category is for individual artists. Organizations are not eligible to apply.

At the time an application is submitted, an applicant must be:

- 18 years of age or older;
- not enrolled for more than three credit hours at a college or university; and
- a resident of Arizona (must be prepared to submit, if necessary, copies of at least 2 of the following: driver's license, voter registration card, tax forms).

If a successful applicant is not able to provide proof of Arizona residency, grant money will not be awarded.

Annual Number of Applications Allowable per Artist

A primary applicant may submit only one application per year. An artist may apply as a primary applicant in one project and also be named as a collaborating artist in another project within the same year. Former awardees may be named as collaborating artists in one previous or successive year.

Eligibility Cycle for Previous Artist Project Grants Winners

Previous Artist Project Grants winners may apply for and receive the Artist Project Grants every ten years. Artist Project Grants winners who received their award before June 2002 are eligible to apply during this fiscal year 2012 grant cycle. An artist may receive a maximum of four (4) Artist Project Grants in their lifetime.

Project Dates

Proposed project or phase of project may have started at the time of application, but must be completed no later than May 1, 2013.

EVALUATION CRITERIA

The following criteria are the basis for the panel review of Artist Project Grants:

- Artistic quality of the proposed project and of the past work of named artist(s).
- Feasibility of the project's completion within the specified time and budget.

SELECTION PROCESS

Evaluation and selection of the project proposals will be made by a panel of out-of-state arts professionals. The panel will represent a broad range of experience in visual arts, new media, interdisciplinary, multidisciplinary, performing arts and literary arts. Only complete applications that follow instructions and meet all of the guidelines are processed and move forward to panel review. Where applicable, at least one panel member will have the ability to review materials in Spanish.

Eligibility Review— Applications are reviewed for eligibility and compliance.

Phase 1 Online Review— Panelists review discipline-specific applications and determine Phase 2 applications.

Phase 2 Online Review— Panelists review applications for all disciplines and determine Phase 3 applications.

Phase 3 Panel Meeting— Panelists review all remaining applications in an open forum chaired by Governor-appointed Commissioner of the Arizona Commission on the Arts.

Phase 4 Board Meeting— Governor-appointed board of Commissioners review panel recommendations for ratification.

Please do not contact the Arts Commission about the status of an application. Applicants are welcome to attend the public Panel Day Review and written notifications will go out in January 2012.

OTHER REQUIREMENTS

Recipients will be required to file a *final report* upon completion of the proposed project and no later than May 1, 2013. Instructions for filing a final report will be included in the Grant Award Notification Packet.

WHERE TO FIND HELP

Applicants are encouraged to utilize the following resources after thoroughly reviewing the Guide to Grants.

Frequently Asked Questions (FAQ) (page 10 of the Artist Project Grant Guide)

FAQ contains answers to commonly asked questions concerning the Artist Project Grant program.

APG Application Manual (<http://www.azarts.gov/grants/artists/>)

The APG Application Manual provides a visual guide with a sequential outline of the online application process.

Essential Tools for Grantwriting Video (www.nyfa.org/level3.asp?id=793&fid=1&sid=157)

Sharpen your grant writing skills by viewing free online video podcasts featuring the Cultural Community Workshop series produced by the New York Foundation for the Arts and presented by Aaron Landsman.

Resource Library (417 West Roosevelt Street, Phoenix, Arizona 85003)

An applicant may review past award applications on file in our Resource Library, as these are public documents and may be useful in refining grant writing skills.

Technical Assistance

Please feel free to contact Arts Commission staff to discuss any part of the grant application process. Staff receives a high volume of calls and inquiries as deadlines near, particularly during the week of the application deadline. Because staff lead many programs and travel to sites around the state, if you require assistance, you are encouraged to contact staff well in advance of the deadline.

For questions related to **Literary Arts** or **Visual Arts**

Contact Adriana Gallego, Director of Strategic Initiatives at 602-771-6530 or agallego@azarts.gov.

For questions related to **Multidisciplinary Arts** or **Performing Arts**

Contact Jennifer Tsukayama, Director of Strategic Partnership at 602-771-6531 or jtsukayama@azarts.gov.

For questions related to **Accessibility**

Contact Jaya Rao, Accessibility and Grants Coordinator at 602-771-6532 or jrao@azarts.gov.

Persons with a disability may request a reasonable accommodation by submitting a request at least three (3) weeks in advance of the deadline to allow time to arrange the accommodation.

Submitting a Draft

First time applicants are encouraged to contact the Arts Commission well in advance of the deadline to discuss the proposed project. Additionally first time applicants may request Arts Commission staff review draft applications for feedback. Only complete applications can be submitted as drafts via email to the appropriate Arts Commission grant contact no later than. One email response or one 15 minute consultation will be provided. Staff review does not guarantee funding, but can help strengthen an application.

ONLINE APPLICATION GUIDELINES

Applications that do not follow instructions and meet all of the guidelines will not be considered nor moved forward for panel review.

NOTE: Applicants can save updates and changes to the online application by clicking the 'SAVE' button. Once the application is complete and ready for review, click the 'SUBMIT' button. Clicking the 'SUBMIT' button will not generate a confirmation receipt. A confirmation receipt will be emailed approximately two (2) weeks after the deadline. At 11:59 p.m. on the deadline the application system will close.

The online application will guide you through the following:

Project Title

Project Discipline

Check all that apply

- | | |
|---|--|
| <input type="checkbox"/> Poetry | <input type="checkbox"/> Interdisciplinary |
| <input type="checkbox"/> Fictional Literature | <input type="checkbox"/> Design |
| <input type="checkbox"/> Non-Fiction Literature | <input type="checkbox"/> Intermedia |
| <input type="checkbox"/> Other Literary Style | <input type="checkbox"/> Media |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Music | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Theatre | <input type="checkbox"/> Public Art |
| <input type="checkbox"/> Other Performing Art | <input type="checkbox"/> Sculpture |
| <input type="checkbox"/> Multidisciplinary | <input type="checkbox"/> Craft |
| | <input type="checkbox"/> Other Visual Art |

Grant Amount Requested

Indicate amount up to \$5,500

Project Summary

Briefly summarize your project in 20 words or less. NOTE: Consider this your project's Elevator Pitch.

Dates of Project/Phase of Project

Indicate a start date and end date. Use this format: MM/DD/YYYY – MM/DD/YYYY

Project Narrative, Budget and Timeline, and Artist Resume/Biography

Upload one single document according to guidelines.

Submit a single document no longer than three (3) pages (unless collaborator biographies are included). Use 12pt, Times New Roman font and 1" margins. The primary applicant's full name should appear at the top of each page. The document may be in PDF or Microsoft DOC format. (The new DOCX format is NOT acceptable.)

Page 1, Project Narrative: Describe what you propose to do in no more than one page. The first paragraph of the narrative must provide a concise summary of the proposed project, specifically who, what, where, when and how much. This means clearly and briefly: outline the project; identify all artists and/or collaborators; describe the medium; define size, scope and/or quantity; identify location where project will be researched, created, presented and/or produced; identify dates and cost of overall proposed project or phase of project.

Page 2, Project Budget and Timeline: The **project budget** should outline how you plan to use the Arts Commission funds for the proposed project. NOTE: Artist stipend is an eligible expense. The **project timeline** should detail the sequential development of the proposed project within the funding period.

Page 3, Artist Resume or Biography: Submit a one page resume or biography for the primary applicant. You may submit a description of training and process in lieu of a resume. If applicable, an additional half-page biography may be submitted for each additional artist collaborator involved in the project.

ONLINE APPLICATION GUIDELINES (continued)

Artistic Work Samples

Upload according to guidelines. Descriptions of each work sample are REQUIRED.

Applications with artistic work samples exceeding or not meeting the parameters outlined below will not be considered nor moved forward for panel review.

Artistic Work Samples must represent work completed by the artist within the last five years. If necessary and germane to the proposed project, you may submit no more than one artistic work sample completed prior to the last five years. Choose the most appropriate artistic work sample format to represent your discipline as described below.

Applicants are responsible for reviewing and testing artistic work samples uploaded to the online application. To avoid technical issues, we recommend uploading work samples well in advance of the deadline.

Do not submit enhanced promotional materials. These materials do not allow panelists to see/hear the artistic quality of the artist.

Artistic Work Sample Description (Required of all work samples)

A description box will appear when you upload the work sample. Include all of the following pertinent information: **title** of the artistic work sample; **name(s)** of represented artist(s); **date** completed or premiered; and as necessary, **dimensions** and **medium** of the work; and **other** pertinent technical information.

Artistic Work Sample Formats

Audio Material (music, vocals, spoken word or sound-based art) Must be submitted in .mp3 format. Applicants submitting audio material as their primary work sample are limited to **one three-minute segment**. The three-minute segment can be composed of one or several short works or excerpts of works.

Video Material (performance art, film/video, music, dance, theatre, spoken word or movement based art) Must be submitted using the provided video publisher (guidance provided at the time of uploading material). Applicants submitting video material as their primary work sample are limited to **one three-minute segment**. The three minute segment can be composed of one or several short works or excerpts of works.

Digital Images (visual art, image-based art without motion) Must be submitted in .jpg, .jpeg, .gif, .bmp, or .tif format. Applicants submitting images as their primary work sample are limited to a total of **five (5) images**. Images must be at least 72 dpi for viewing online and no larger than 1500-1024 resolution on any one side. *It is advisable to click the option allowing the viewer to enlarge the image. Once you upload the digital work sample, test it by clicking on the thumbnail. This is how the image file will appear to the panel.*

Writing Samples (literary art, poetry, prose, script or screenplay) Must be submitted in .pdf or .doc format. Applicants submitting writing samples as their primary work sample are limited to a total of **five (5) pages** of material. Pages must be numbered, with 1" margins, 12 point font size. Prose must be double-spaced, and poetry must be single-spaced. Include first and last name on each page.

Combination of Materials If it is necessary to use more than one artistic work sample format, calibrate accordingly for no more than a **3 minute reviewing time** of the combined samples.

Collaborator Artistic Work Samples

Each collaborator may submit a total of two (2) artistic work samples. The sum of the two work samples must not exceed the following parameters: up to a single 1-minute video sample; OR up to a single 1-minute audio sample; OR up to 2 digital images; OR up to 2 pages writing samples.

If it is necessary for a collaborator to use a combination of formats, calibrate accordingly for no more than **one minute reviewing time** for the combined samples (i.e. 30 second video and 1 digital image). Include all pertinent artistic work sample description information as outlined above.

Relevance of Artistic Work Samples

State how the Artistic Work Samples you are submitting relate to your proposal in 50 words or less.

ONLINE APPLICATION GUIDELINES (continued)

Project Collaborators

Identify artist(s)/individual(s) or collaborator(s) named in the project and their discipline. List Full Name, Artistic Discipline, and briefly describe the role of the collaborator in the proposed project.

Additional Information

The information requested in the next 4 questions is required for federal reporting purposes. The information will not be considered during any panel review process and will be used only to determine trends in the field.

Arizona Legislative District

Based on your street address, enter your State legislative district number. To locate your legislative districts, click here. You will need your +4 Zip Code to use this database, hosted by Arizona Citizens/Action for the Arts at www.azcitizensforthearts.org.

US Congressional District

Based on your street address, enter your Congressional district number. To locate your legislative districts, click here. You will need your +4 Zip Code to use this database, hosted by Arizona Citizens/Action for the Arts at www.azcitizensforthearts.org.

Disability

Are you a person with a disability?

- ☐ Yes
- ☐ No
- ☐ Prefer not to answer

Race/Ethnicity

Select any combination of the following that best represents your race/ethnicity.

- ☐ Asian
- ☐ Black/African American
- ☐ Hispanic/Latino
- ☐ American Indian/Alaska Native
- ☐ Native Hawaiian/Pacific Islander
- ☐ Caucasian
- ☐ No single group

Submit online Artist Project Grants Application

The online application must be submitted no later than **Thursday, September 22, 2011**. Click 'SUBMIT' at the bottom of the Artist Project Grants Application, once the application is complete and ready for review. At 11:59 p.m. on the deadline the online application system will close. A confirmation receipt will be emailed approximately two (2) weeks after the deadline. .

APPLICATION MATERIALS CHECKLIST

- ☐ Read instructions to ensure application is in compliance with guidelines
- ☐ Completed online application at apg.azarts.gov
- ☐ Uploaded, reviewed and tested Artistic Work Samples
- ☐ Uploaded Project Narrative, Budget and Timeline, and Artist Resume or Biography as a single document
- ☐ Submitted application at apg.azarts.gov by the deadline

LIFE CYCLE OF THE ARTIST PROJECT GRANT PROGRAM

| | |
|---|----------------------------------|
| Guidelines Published | <i>July 2011</i> |
| Technical Assistance Available | <i>July – September 22, 2011</i> |
| Application Process Open | <i>July – September 22, 2011</i> |
| Draft Review Deadline <i>(First-time applicants only)</i> | <i>September 6, 2011</i> |
| Grant Deadline | <i>September 22, 2011</i> |
| Eligibility Review | <i>September – October 2011</i> |
| Applications Under Review | <i>October – December 2011</i> |
| Panel Review Meeting <i>(Open to the public)</i> | <i>December 6, 2011</i> |
| Governing Commissioners Ratify Panel Recommendations <i>(Open to the public)</i> | <i>December 8, 2011</i> |
| Notification | <i>January 2012</i> |
| Panel Comments Available <i>(when applicable)</i> | <i>January 2012</i> |
| Letter of Agreement Due | <i>January 2012</i> |
| Payment Processing | <i>4-6 weeks</i> |
| Award Distribution | <i>February – May 2012</i> |
| Period of Support | <i>January 2012 – May 2013</i> |
| Final Report Due | <i>May 2013</i> |

FREQUENTLY ASKED QUESTIONS

Eligibility

Q: Can I collaborate with artists outside the U.S. or a previous Artist Project Grants (APG) winner?

A: Yes and Yes. Previous Artist Project Grants winners can be named as collaborators if they received their APG award before June 2010.

Q: Must my project have a public component?

A: No.

Project Proposal

Q: How important is my project narrative?

A: Artist Projects Grants are reviewed on the basis of the artistic work samples, written narrative, budget and timeline of the project. It is recommended that you make your case well and have someone edit/review your project narrative before submitting.

Q: Can I request artist stipends in the project budget?

A: Yes.

Q: Is there a particular "start date" for projects?

A: No. The review process for your application will be completed in early 2012. Your project may start before then but you would have to be comfortable with the concept that funding may be retroactive.

PDF Conversion

Q: How do I convert my application materials into a PDF document?

A: Converting a document to a PDF is free and easy. There are many free PDF conversion programs available on the Internet. While the Arts Commission cannot guarantee any product, we have had success with CutePDFwriter, www.cutepdf.com. MAC users have the capability to save documents in .pdf format.

Artistic Work Samples

Q: How much supplemental information should I include in my application?

A: Only submit the required amount of video, audio, visual, or written material. Provide samples that best support and strengthen your application. Read the guidelines for Artistic Work Samples and contact Arts Commission staff if you have further questions.

Q: How much of my Artistic Work Samples will be reviewed?

A: Five images or three minutes of video or audio samples per primary artist will be reviewed during the online review process. Samples may be re-visited during Panel Day review if the panel wishes. We caution you to not overwhelm the panelists with samples. If your work samples include submissions in more than one format, calibrate accordingly for a three (3) minute reviewing time. Do not submit prints or original artwork as samples. Applicants are responsible for reviewing and testing artistic work samples uploaded onto the online application well in advance of the deadline to address any technical issues. Artistic work samples exceeding or not meeting the parameters outlined in the guidelines will not be considered nor moved forward for panel review.

Q: Can I submit more artistic work samples than those outlined in the guidelines?

A: No. Follow the guidelines carefully. Applications that do not follow instructions and meet all of the guidelines will not be processed.

Q: Do artistic work sample digital image files have a size limit or specification?

A: Digital images must be submitted in .jpg, .jpeg, .gif, .bmp, or .tif. Images must be at least 72 dpi for viewing online and no larger than 1500-1024 resolution on any one side. It is advisable to click the option allowing the viewer to enlarge the image. Once you upload the digital work sample, test it by clicking on the thumbnail. This is how the image file will appear to the panel.

FREQUENTLY ASKED QUESTIONS (continued)

Troubleshooting

Q: What resources are available to help me complete the application?

A: You may review past award applications on file in our Resource Library, as these are public documents and may be useful in refining grant writing skills. You may also ask for technical support. Contact the appropriate program director in your discipline prior to final submission. *Refer to page 5 of the Guide to Grants.*

Q: Can I get staff feedback or technical support while I prepare my application?

A: We encourage you to discuss your planned project with our staff before submitting an application. Staff can answer questions. First time applicants can request Arts Commission staff review one draft of your application and provide feedback. Drafts must be submitted at least two weeks in advance of the application deadline. Staff review doesn't guarantee funding but often can help you strengthen your proposal.

Submitting the Application

Q: How long will the online application process remain open?

A: All online applications will remain open and available for editing until 11:59 p.m., **Thursday, September 22, 2011**. We recommend that you complete your online application materials well in advance of the deadline.

Q: I uploaded all materials, completed all questions and submitted the online application per the guidelines, and yet the title of my application appears as 'untitled'. Is this normal?

A: Yes. Once you submit the application, your Title will still appear as 'untitled'. No worries. Panelists will see your title in the application.

Q: When will I receive confirmation that my application was received?

A: As per the guidelines, applicants will receive confirmation after the deadline date. Applicants can expect to receive notification on the status of their application approximately two weeks after the deadline date. Please do not call the office to confirm receipt before then.

Review Process

Q: Will my application be processed if incomplete?

A: No. Per the guidelines, the application must be completed in full.

Q: Can I find out about the status of my application during the review process?

A: No. Please do not contact the Arts Commission about the status of an application. Applicants are welcome to attend the public Panel Day Review and written notifications will go out in January 2012.

Q: When will the panel review the applications?

A: It takes some time to process applications and find appropriate panelists. Awardees are notified soon after panel recommendations are reviewed and ratified by the Governor-appointed board of Commissioners.

Q: How many projects will be funded?

A: Currently, the Arts Commission receives approximately 190 applications each year with funding available to grant approximately 5 awards. The Arts Commission receives annual funding from the State of Arizona and the National Endowment for the Arts, and this grant is made subject to the availability of those funds. If at any time during the fiscal year the Arizona State Legislature enters into session and reduces funding to the Arts Commission, or if at any time Congress reduces its appropriation to the National Endowment for the Arts, or if funding is reduced for any other reason, then the grant may be reduced, canceled, and/or may be paid out in installments.

Q: How likely is it that I will get funded?

A: Currently, the Arts Commission receives approximately 190 applications each year with funding available to grant approximately 5 awards. There are always many outstanding applications, and the panel deliberates long and hard in arriving at their decisions. It is not uncommon that awardees have applied several times before receiving funding.

Q: Can I get feedback from panelists on my application?

A: Yes. In general, there are recorded comments for the final 25-30 applicants reviewed.

**To request this or any other agency publication in an alternative format,
contact the Arizona Commission on the Arts at 602.771.6502 or
info@azarts.gov.**

www.azarts.gov